

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 01/12/2025



94545

Hayward, CA, 94545

Jr. Administrative Assistant

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$20.00 to \$22.00 hourly

Employment status: Contract / Temporary to Hire

Description

Hayward client is in need of two onsite bilingual Spanish Jr. Administrative Assistants.

In this bilingual Spanish admin role, you will be responsible for the following:

- communicating with clients to open up work orders
- following up with the clients with their invoices and services via email and phone
- data entry into excel with client leads
- entering client information into the internal database
- review timesheets before submitting to the payroll department
- other tasks asked of you such as filing

Ideally looking for someone that is a fast learner, has great communication skills in both English & Spanish, someone who is flexible to ever changing tasks, and can meet deadlines effectively

If you are interested in this bilingual admin assistant role, apply today.

Requirements

Filing, Spanish Language, Data Entry, Customer Service

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